Business Online Application Form

All sections apart from 7, 8 and 9 must be completed. If you have any questions about this form please contact your Business Banker or your local branch.

1. Your details

Name of company / organisation

Trading name IF DIFFERENT FROM ABOVE

Contact name FIRST   LAST

Phone   Mobile

Email

2. Account details

List here all the accounts and cards that you would like to nominate for online access through this facility.

1. The persons signing the declaration in section 12 must be account owners of all the accounts listed below.
   Note: For those exceptions where the persons signing the declaration in section 12 are not owners of a particular account, please complete a Business Online Third Party Access Authority form for that account.

2. If extra space is required to enter more accounts or cards please attach another copy of this page. If that is still not sufficient, please attach a printed list of all account/card numbers – signed by the account owners completing the declaration in Section 12.

Transaction and Saving accounts

Name of organisation that owns the account
(fill in only if it's different to the organisation name in section one)

0	3											
0	3											
0	3											
0	3											
0	3											
0	3											
0	3											

The company/organisation name as entered in section 1 will be the Other Party Name. This is shown on your payees' bank statement when you make a payment to them via Business Online. To show the account name instead, please tick this box ☐

Credit card accounts

Card number

Cardholder name

Card number

Cardholder name

Card number

Cardholder name

Card number

Cardholder name

Foreign currency accounts

for example | R | E | T | 1 | 2 | 3 | 4 | 5 | 6 | U | S | D | 1 | 2 | 3 | 4 | 5 | 6 |

Account number

Account name

Account number

Account name

Note: Your Business Online Authorisation rule will govern the access of Foreign currency accounts via Business Online.

3. Business Online user roles definition

The three Business Online user roles are listed below in the order of their authority levels:

Administrators
- These users have the highest level of access to all accounts and functions. They will manage the Business Online access of the other users e.g. issue/reset passwords, limit user access to particular accounts and functions and register mobile phone numbers of other users.

Authorisers
- These users can authorise transactions through Business Online based on your Business Online authorisation rule. All Administrators are automatically Authorisers as well.

Creator/Viewers
- These users can only create or view transactions but not authorise them. The users are created and managed by the Administrators once Business Online is established. These users do not need to be included on this form.

4. Business Online authorisation rule

Choose how many Authorisers you require to approve a transaction.
- The Authorisation rule determines how many Authorisers need to approve transactions in Business Online
- The rule needs to at least match the signing authority you already have on your accounts e.g. if you require two signatories to sign cheques your Authorisation rule also needs to be '2 to Authorise'. Tip: we strongly recommend that you select at least a '2 to Authorise' rule as a means of increasing the security of your Business Online facility.
- The same rule will be used for ALL accounts on this facility. If you have different signing rules for your accounts, please talk with us so we can find the right solution to enable access to this facility.

Please tick one to tell us which Authorisation rule you want for this facility.

- ( ) 1 to Authorise. This will allow any person who is an Authoriser to authorise online transactions by themselves.
- ( ) 2 to Authorise. This will require any two people who are Authorisers to authorise online transactions together.
- ( ) 3 to Authorise. This will require any three people who are Authorisers to authorise online transactions together.
- ( ) 1 to Authorise transfers, and 2 to Authorise payments. This will require any one person to authorise transfers between your accounts. It will require any two people who are Authorisers to authorise online transactions to third parties.
- ( ) View only. This will allow you to view information only, you will not be able to make any transactions online.

5. Business Online administration rule

Choose whether one or two Administrators are required to authorise administrative tasks like issuing or resetting passwords.
- Dual administration provides a higher level of internal security e.g. if an Authoriser needs their password reset, then two Administrators will need to approve the reset. Tip: a Business Online arrangement with an Authorisation rule of '2 to Authorise' and Dual Administration has greater internal security than a Business Online arrangement with an Authorisation rule of '2 to Authorise' but only Single Administration.
- We recommend that if your Business Online Authorisation rule is "2 to Authorise", your Administration rule should be 'Dual Administration'.

Please tick one to tell us which Administration rule you want for this facility.

- ( ) Single Administration (one Administrator is required to authorise administration tasks)
- ( ) Dual Administration (two Administrators are required to authorise administration tasks). Note: You must nominate a minimum of two Administrators in sections 10 or 11

6. Billing account information

- All applicants must nominate an account to be used for debiting fees and charges for this facility. This account must be a Westpac account and cannot be a foreign currency or credit card account.
- For Business Online charge details visit **westpac.co.nz/businessonline** and select Fees.

Account number | 0 | 3 | | | | | | | | | | | | | | | |

Please fill in sections 7, 8 and 9 only if applicable.

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7. International Payments

All new Business Online customers will automatically have the capability to send international payments.

- ( ) Please tick if you have sent any international payments through Westpac in the last three months.

International Payments are facilitated by Westpac Banking Corporation (NZ branch) ABN 33007457141, incorporated in Australia.

8. Transfer existing online banking payees

If you already have Westpac online banking, you can easily transfer all of your existing bill payees by entering your Customer ID number(s) here.

Online Banking Customer ID (the login) | | | | | | | | | | | | |

Online Banking Customer ID (the login) | | | | | | | | | | | | |

9. Direct debit initiation

- This section only applies to organisations that have the authority to direct debit their customers e.g. an electricity retailer debiting monthly power bills.
- Direct debit initiators should complete this section in order to process direct debits through Business Online.

DD authorisation code | 0 | 3 | | | | | DD authorisation codes are found on the direct debit form

Credit to account | 0 | 3 | | | | | | | | | | | | | | | |

Account name _____

10. Add Administrators and Authorisers (who are already signatories of a Westpac account)

Westpac is, or may be, required to verify the identity of the people listed in this form and certain other information provided in this form. Please refer to our list of acceptable verification documentation available at **westpac.co.nz/AML**. There are two options:

1. Complete section 10 if the nominated individual is already a signatory of a Westpac account (either an account of the organisation or a personal account) and Westpac has a copy of their identification on record.
2. Compete section 11 if the nominated individual is new to Westpac i.e. If a nominated Authoriser/Administrator is not a signatory of any Westpac account (either an account of the organisation or a personal account).

Nominated Authoriser's name Please tick the box to nominate as an Administrator	Contact numbers Note: mobile numbers are required for some authorisation processes, including international payments	Email Note: your email address is required during initial setup and for resetting your own password via challenge questions	Signature of Authoriser	Bank Use only CRS# of the Authoriser
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			

11. Add Administrators and Authorisers (who are not a signatory on any Westpac account)

Each nominee in this section can visit a Westpac branch with their original ID document(s) for verification purposes. If identification has not been provided, a Westpac staff member will contact the nominee and assist with the verification. Alternatively the nominee can get a copy of their relevant ID to be certified by a Trusted Referee, such as a Justice of Peace. More details about acceptable identification and Trusted Referees are available at **westpac.co.nz/AML**.

First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			
First name DOB DD / MM / YYYY Last name Administrator ☐	Home Mobile			

If space is required to add more Administration/Authorisers to either section 10 or 11, please attach another copy of this page.

12. Declaration and authority

I/we

- request access to Business Online and agree to be bound by the General Terms and Conditions and any other applicable terms and conditions Westpac New Zealand Limited ("Westpac") tells me about. All Westpac terms and conditions are available at **westpac.co.nz** or at any Westpac branch.
- certify that all information provided in this form is true, correct, and complete in every respect, and understand that if it is not true, correct, and complete, this application may be declined and/or I/we may be liable to Westpac
- certify that the person(s) signing below has the authority to sign this form on behalf of the company/organisation in section 1 and each of the companies/organisations listed in section 2 (if any)
- understand that by completing this form I/we will be providing personal information which will be held securely by Westpac and/or any entity within the Westpac group, and that all information provided by me/us now or in the future will be held and dealt with in accordance with the Westpac Privacy Policy available at **westpac.co.nz/privacy**
- understand that this information will be used now and, in the future, to provide me with information on the full range of financial services offered by Westpac and/or any entity

within the Westpac group. I have the right to access and correct this information subject to the provisions of the Privacy Act 2020. This information may be used to update other information about me held by any member of the Westpac group.

- declare that all individuals named in this form have by signing this form consented to the disclosure of their personal information to Westpac and use of that personal information in accordance with the General Terms and Conditions
- authorise the Administrators and Authorisers named in this form to operate Business Online subject to the administration and authorisation rules selected by me/us in this form
- authorise the accounts nominated in this form to be accessible through Business Online and for fees and charges to be deducted from the nominated billing Account
- understand that, pursuant to the General Terms and Conditions, my/our appointment of Authorised Persons is solely at my/our own risk and that I/we are solely responsible for any use or misuse of Business Online by Authorised Persons, and for ensuring that Authorised Persons are aware of, and comply with, all relevant terms and conditions.

This section must be signed by 2 account owners (of the accounts listed in section 2).
Note: This form must be signed by the correct people or it will be returned.

Please select one of the following options and sign accordingly:

◯ Multi director companies – 2 Directors must sign

◯ Sole director companies – Sole Director must sign

◯ Trusts or Partnerships – 2 Trustees or partners must sign

◯ NPOs and schools – 2 appointed/elected officials must sign

◯ Other - 2 account owners must sign (unless accounts have only one owner)

Note: account signatories are not automatically account owners for organisations, unless they have one of the roles listed above.

Name	Designation

Signature	Date DD / MM / YYYY

Name	Designation

Signature	Date DD / MM / YYYY

13. Returning the form

The completed form must be returned by the account owner to your branch or to your Business Banker to verify.

- When this application has been processed, we will contact the Administrator(s) by phone with their temporary login details
- Please print all pages (i.e. 1-4) when returning the form.

Westpac use only

Form checklist (to be completed by the staff member receiving this form)   Tick   **Completed by**

1. Customer signing authority(s) checked for consistency with Authorisation rule section four   ☐

   Staff number

2. Authorisers in section 10 - ID held, tasks updated and CRS linked as related party   ☐

3. Ensure section 12 signatories are account owners e.g. Director, Partner, Trustee, President, etc   ☐   **Date received**   DD / MM / YYYY

4. Form checked for completeness   ☐

Signature

Scan and email the checked form and any other supporting documents to the Business Online Helpdesk. Branch staff must use the Business Online branch template.

Westpac New Zealand Limited.