Business Online making changes

- Sections 1 and 9 must be completed. The remaining sections only need to be completed if required.
- If you have any questions about this form please contact your Business Banker or a Westpac branch.
- This form is used to make changes to your Business Online facility. To add a new Administrator/Authoriser, use the "Business Online - User Form"

1. Your details

Business Online ID

Name of company/organisation

Trading name (if different from above)

Contact name FIRST MIDDLE LAST

Phone number Email

2. Add/remove accounts

The people signing the declaration on the final page must be the owners of all these accounts.

Please tick add or delete.

Transaction and Savings accounts

List transaction / savings / loan / investment accounts that you would like to nominate for online access through this facility.

Add Delete Account Number 0 3

Add Delete Account Number 0 3

Add Delete Account Number 0 3

Add Delete Account Number 0 3

Add Delete Account Number 0 3

Your current company/organisation name will be the 'Other Party Name' that shows up on your payees' bank statement, when you use the accounts listed above to make a payment to them via Business Online. To show the account name instead, please tick this box

Credit Card accounts

Add Delete Card Number

Cardholder Name

Add Delete Card Number

Cardholder Name

Add Delete Card Number

Cardholder Name

Foreign Currency accounts

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

Add Delete Account Number

Account Name

Add Delete Account Number

Account Name

Add Delete 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 users access to particular accounts and functions, 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.

4. Change Business Online authorisation rule

Complete this section if you want to change the existing Authorisation rule for Business Online.

- 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.
- (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 box 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. Change Business Online administration rule

Complete this section if you want to change the existing Administration rule for Business Online.

Choose whether one or two Administrators are required to authorise administrative tasks like issuing or resetting passwords.

We strongly recommend that if your Business Online Authorisation Rule is '2 to Authorise', your Administration rule should be 'Dual Administration'.

Two Administrators (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 facility with an Authorisation rule of '2 to Authorise' and Dual Administration has greater internal security than a Business Online facility with an Authorisation rule of '2 to Authorise' but only Single Administration.)

Please tick ONE box 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).

6. Change billing account information

Complete this section if you want to change the account currently used for Business Online fees and charges.

The account must be owned by the organisation listed in section 1.

For Business Online charge details visit **westpac.co.nz/businessonline** and select 'Fees'.

Account Number 0 3 ____ _______ ___

7. 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) ____________

8. Direct debit initiators only

Complete this section to add/change a direct debit Authorisation Code and add/delete a Credit Account on your facility.

____

◯ Add ◯ Delete Account Number 0 3 ____ _______ ___

Account Name ______________________________

◯ Add ◯ Delete Account Number 0 3 ____ _______ ___

Account Name ______________________________

9. Declaration and authority

I/We

- instruct Westpac New Zealand Limited ("Westpac") to make the changes set out in this form to my/our Business Online facility and confirm that I/we are bound by the Business Online Terms and Conditions, the General Terms and Conditions and any other applicable terms and conditions 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 do so on behalf of the account owner.
- 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**. 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.
- authorise any additional 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 Business Online 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 two account owners (owners of the accounts of the organisation customer)

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:

- ◯ Sole Director Companies - One Director must sign and Witness section completed
- ◯ Multi Director Companies – Two Directors must sign
- ◯ Trusts or Partnerships – Two Trustees or Partners must sign
- ◯ NPOs and Schools – Two Appointed/Elected Officials must sign
- ◯ Other - Two 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

Witnessed by

Only complete this section as a witness for Sole Director Companies.

Name ____________________ Occupation ____________________

Address ____________________

Signature ____________________ Date DD / MM / YYYY

10. Returning the form

The completed form must be returned to your branch or to your Business Banker to verify.

Westpac use only

Form checklist

To be completed by staff member receiving this form - please tick

- ◯ Customer Signing Authority(s) checked for consistency with Authorisation Rule (section 4)
- ◯ Ensure section 9 signatories are Account Owners eg Director, Partner, Trustee, President, etc
- ◯ Form checked for completeness

Completed by

Staff Number ____________________

Signature ____________________

Date received DD / MM / YYYY