



## 1. Business Online details

Business Online ID 

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 Name \_\_\_\_\_

Name of the Westpac Account Owner(s) who wish to grant account access to the Business Online customer in section 1.

\* “info only” authority allows the Approved Third Party to view and export account balances of the relevant account.  
 “Add” allows the Approved Third Party to additionally transfer funds and make payments from the relevant account based on the Business Online authorisation rule.

#### 4. Account Owner declaration

The Account Owner(s) acknowledge and agree that:

- Westpac New Zealand Limited ("Westpac") and each of its related companies are authorised to allow the Approved Third Party to access and, where relevant, transact on the accounts listed in section 3 through Business Online in accordance with this authority;
- Westpac is authorised to process any instructions or transactions made through Business Online by the Approved Third Party in accordance with this authority, as transactions or instructions that are undertaken with your authority without Westpac being required to verify your authority in any case;
- Westpac is authorised to process any instructions or transactions made through Business Online by the Approved Third Party in accordance with the authorisation rule for that Business Online facility eg 1-to-authorise;
- Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent through Business Online on your accounts;
- The Account Owner(s) release Westpac and each of its related companies from all actions, suits, proceedings, claims, costs and demands that may be made, brought or incurred by or against Westpac or any of its related companies arising from any unauthorised or incorrect instructions or requests to process transactions via Business Online on your accounts carried out in reliance on this authority;
- The Approved Third Party and its Business Online Administrators, Authorisers and Users will comply with all terms and conditions applicable to the accounts listed in section 3 of this authority;

- If credit card details are included in section 3, the Account Owner(s) authorise the Approved Third Party to have access to the account linked to that credit card and all transactions made on that account;
- The Account Owner(s) warrant that they have duly obtained all corporate authorisations necessary to enter into this document and are not prevented by law (including the Companies Act 1993) from executing and granting the authority given by this form (or any transactions contemplated by the exercise of it);
- The Account Owner(s) have duly given authority to the Approved Third Party to appoint Administrators, Authorisers and Users of the Approved Third Party to access the accounts named in this authority in accordance with the terms of this authority; and
- This authority is in addition to, and not in substitution for, any other notice provided to Westpac concerning the operations on any account held by the Account Owner(s). Amendments to other authorities that the Account Owner(s) may have with Westpac now or in the future shall not affect this authority which is to continue in full force and effect until Westpac receives a written notice of cancellation of this authority.
- I 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](https://westpac.co.nz/privacy).

#### 5. Account Owner authority

This section must be signed by the owners of the accounts listed in section 3 (as per the criteria below).

The Account Owner(s) (as specified in section 2) hereby approve and authorise the Approved Third Party (as specified in section 1) to have access to such accounts or remove such access in accordance with the terms of this authority.

Please select one of the following options and sign accordingly:

- ☐ Multi Director Companies – Two Directors must sign
- ☐ Sole Director Companies - One Director must sign and Witness section completed
- ☐ 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

**6. Declaration of the Business Online customer (“the Approved Third Party”)**

This section must be signed by the owners of the Business Online facility (“the Approved Third Party”) through which the accounts in section 3 are to be made available.

The Approved Third Party declares that it and its Business Online Administrators, Authorisers and Users will comply with this authority and the terms and conditions applying to the accounts listed in section 3 of this authority.

Business Online ID

Please select one of the following options and sign accordingly:

- ☐ Multi Director Companies – Two Directors must sign
- ☐ Sole Director Companies - One Director must sign and Witness section completed
- ☐ 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
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Signature	Date DD / MM / YYYY
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Name	Designation
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Signature	Date DD / MM / YYYY
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**Witnessed by**

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

Name	Occupation
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Address	
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Signature	Date DD / MM / YYYY
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**7. Returning the form**

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

**Westpac use only**

Scan and email the checked form to the ‘Business Online Helpdesk’.

**Form checklist**

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

- ☐ the signatories in section 5 are recorded as the Account Owners of the accounts listed in section 3 and have been verified.
- ☐ the signatories in section 6 are recorded as the owners of the Business Online facility which uses the Business Online ID specified in section 6 and have been verified.

**Completed by**

Staff number
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Signature
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Date received DD / MM / YYYY
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