

7. User details and role/s permissions

This section is used to only add new Administrators or Approvers to Westpac One Business. Users with Creator or Viewer roles can be added via the self-administration feature. To make changes to existing users' access, please use the 'Westpac One Business - Making Changes Form'.

Please confirm how many user pages are attached.

User: Name FIRST _____ MIDDLE _____ LAST _____

Address _____

Mobile _____ Email _____ Date of birth DD / MM / YYYY _____

Please nominate the user's role/s (tick as many as required).

Administrator Approver Creator Viewer

Signature _____

User: Name FIRST _____ MIDDLE _____ LAST _____

Address _____

Mobile _____ Email _____ Date of birth DD / MM / YYYY _____

Please nominate the user's role/s (tick as many as required).

Administrator Approver Creator Viewer

Signature _____

User: Name FIRST _____ MIDDLE _____ LAST _____

Address _____

Mobile _____ Email _____ Date of birth DD / MM / YYYY _____

Please nominate the user's role/s (tick as many as required).

Administrator Approver Creator Viewer

Signature _____

User: Name FIRST _____ MIDDLE _____ LAST _____

Address _____

Mobile _____ Email _____ Date of birth DD / MM / YYYY _____

Please nominate the user's role/s (tick as many as required).

Administrator Approver Creator Viewer

Signature _____

User: Name FIRST _____ MIDDLE _____ LAST _____

Address _____

Mobile _____ Email _____ Date of birth DD / MM / YYYY _____

Please nominate the user's role/s (tick as many as required).

Administrator Approver Creator Viewer

Signature _____

8. Declaration

I/We

- Request access to Westpac One Business 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](https://www.westpac.co.nz) or at any Westpac branch or with your usual Westpac contact).
- Authorise the persons nominated on the user details section to operate our Westpac One Business facility in accordance with this authority and the General Terms and Conditions.
- Authorise all accounts for this organisation to be accessible through Westpac One Business and for fees and charges to be deducted from the account I/we have nominated for this purpose.
- Certify that all the information provided in this form is true, correct and complete in every respect, and that the person(s) signing below have/has the authority to do so on behalf of the account owner.
- Declare that all the individuals named on this form have by signing this form consented to the disclosure of their personal information to Westpac and to use of that information in accordance with the Westpac Privacy Policy, information to Westpac and to use of that information in accordance with the Westpac Privacy Policy, and all users have consented to receive text messages and calls from Westpac on the registered mobile phone number given above in relation to my/our Westpac One Business service.
- 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. The Westpac Privacy Policy is available at any Westpac Branch or online at [westpac.co.nz](https://www.westpac.co.nz)
- Acknowledge that changes may be made to Westpac One Business, and additional products and features may be made available through Westpac One Business, from time to time and information regarding such changes or products and features will be available in Westpac One Business, at any Westpac branch or from my/our usual Westpac contact. I/We consent to our Administrators and users with the ability to authorise or create using any such changes, or products and features, as they are made available.
- Understand that, pursuant to the General Terms and Conditions, my/our appointment of Administrators, Approvers, Creator and Viewers is solely at my/our own risk and that I/we are solely responsible for any use or misuse of Westpac One Business by those persons, and for ensuring that those persons are aware of, and comply with, all relevant terms and conditions.

Signatures

Two account owners must sign this section. Please refer to Section 7 of the help guide for more information on who should sign.

Signature 1

Name FIRST MIDDLE LAST

Title

Signature Date DD / MM / YYYY

Signature 2

Name FIRST MIDDLE LAST

Title

Signature Date DD / MM / YYYY

Please ensure this is signed by account owner, not just a signatory on your accounts.

Help Guide

A helpful guide to completing the Westpac One Business Access Request form.

2. Billing account.

Please refer to our website for Westpac One Business fees and charges

Westpac One Business fees and charges

All fees above are subject to change.

3. Approval instructions.

There can only be one Approval rule for all accounts accessed via Westpac One Business. The Approval rule determines how many Approvers need to approve transactions in Westpac One Business.

The rule needs to at least match the signing authority you already have on your accounts, e.g. if any of the accounts added to Westpac One Business require two signatories to sign instructions together, then your Approval rule also needs to be 'two to Approve'.

- **View Only** select this option if you need Westpac One Business to view transactions and balances
- **One Approver** to approve online transactions, will allow any user with approval rights to approve a transaction by themselves
- **Two Approvers** to approve online transactions, will allow any two users with approval rights to approve a transaction together
- **One Approver** to approve transfers and **two Approvers** to approve payments, will allow:
 - Any user with approval rights to approve a transfer between accounts available in Westpac One Business by themselves and
 - Any two users with approval rights to approve a payment together
- **Approvers** can self-approve if you will permit them to approve a transaction they create.

There is a possibility for additional approval rules. If you would like to investigate whether an option other than those above could work for you, please call us on **0800 00 99 11** (or from overseas on **+64 9374 8226**), weekdays 8:30am – 5:30pm, to find the right solution to meet your requirements.

4. Administrator instructions.

The administrator instruction is to determine how many Administrators are required to approve administrative tasks such as adding or amending users, account permissions, transaction limits and passwords. Some administrative tasks, like opting users out of two-factor authentication, can be done by any administrator.

5. Westpac One Business User roles definition.

Administrators.

- The Administrator(s) will manage the Westpac One Business service on behalf of the organisation, including managing users' access and other administration features of the Westpac One Business service. Administrators cannot create, view or approve payments unless they also have one of the below roles.

Approver.

- An Approver can approve transactions in Westpac One Business based on your approval rule above. Approvers cannot create or view payments unless they also have one of the below roles.

Creator or Viewer.

- A Creator or Viewer can create or view transactions and payees but cannot approve them. The users are created and managed by Administrators once Westpac One Business is set up. These users do not need to be included on this form. For instructions on how to add these users, please visit our How-to guides on our website [Westpac One Business How-to-guides](#).

6. User details and role/s permissions.

This section is only to add Administrator or Approvers to Westpac One Business. Users with Creator or Viewer roles can be added via the self-administration feature. For instructions on how to add these users please visit our How-to guides on our website

Westpac One Business How-to-guides

Users require a valid unique New Zealand or Australian mobile phone number, this mobile number will be linked to the user's profile and used for Westpac One Business activity like first time log in details. We will also use this number to send one time verification codes to users when further authentication is required. It is important that you don't use shared email addresses or mobile numbers.

We may be required to verify the identity of the user and certain other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/AML

Users may need to tick more than one role box to indicate their permission requirements.

View: This permission will enable the user to view a task in Westpac One Business for the nominated account, including the below (which may change from time to time as new features are available).

- Account transaction list
- Account balance
- Pending and processed payment details
- Pending and processed MDS* transfer details
- MDS client and DSN** details and reports.

Create: This permission will allow the user to create a task in Westpac One Business for the nominated account, including the below (which may change from time to time as new features are available).

- Create a payment
- View, edit and delete drafts, pending and processed payments. Deleting a payment does not require further approval.
- Create a payee (does not require further approval).
- Create MDS clients, On Call DSNs and transfers
- View MDS client and DSN details and reports.

Approve: this permission will allow the user to do as per listed below for the nominated account.

- View and approve transactions from the approvals list.

*Multi-Deposit Scheme provides an account management service for customers who manage funds on behalf of clients, acting as a trust account.

**Deposit Sequence Number: When customers hold separate sub-accounts on behalf of separate customers within a Multi-Deposit Scheme (MDS), each sub-account is allocated a separate DSN to identify that investment.

7. Who needs to sign the Declaration?

Two account owners must sign – an account owner is the person(s) authorised to act on behalf of the organisation, including opening accounts and appointing signatories, and are normally one of the following:

- A director of a Company;
- A partner in a Partnership;
- A trustee of a Trust; or
- An appointed/elected officer of a Society (Chairperson, Secretary or Treasurer).

A signatory is authorised by the account holder to operate the specific account(s) in accordance with the signing rule (e.g. make payments and view transactions). An account holder may or may not be a signatory.

Exceptions:

- Sole Director Limited Company
- Sole trader can sign alone. For personal accounts, the Declaration must be signed in accordance with the account's ownership.

Returning the form and contact details.

This form can be emailed to WestpacOneBusinessHelpdesk@westpac.co.nz

If you have any questions, please call us on **0800 00 99 11** (or from overseas on **+64 9374 8226**), weekdays 8:30am – 5pm.