



# Westpac One Business Third Party Access Authority Form

Use this form to give or remove access to your accounts to a Westpac One Business customer. After completing the form, scan and send it to [WestpacOneBusinessHelpDesk@westpac.co.nz](mailto:WestpacOneBusinessHelpDesk@westpac.co.nz)

Contact us on **0800 009 911** (or from overseas on **+64 9374 8226**), weekdays 8:30am to 5:30pm if you need help.

Note: If accounts are being removed, either party can sign this form themselves.

## 1. Name of account owner(s) giving authorisation

Name of the Westpac account owner(s) ("Account Owner") who wish(es) to grant access to, or remove access from, the Westpac One Business customer ("the Approved Third Party") in section two to the accounts listed in section three via this authority:

## 2. Name of Westpac One Business customer to receive access

Full legal name of the Westpac One Business customer ("the Approved Third Party") that is to be given access to (or have access removed from) the accounts listed in section three, by the Account Owner in section one via this authority:

## 3. Account details

List here all the accounts to be made available to the Approved Third Party via Westpac One Business.

Level of access to be granted for each account example: Add (full transactional rights), Delete or Info only.

**Note:** If more accounts need to be added, please add them on a copy of this page.

### Transaction and Savings accounts

<input type="radio"/> Add	<input type="radio"/> Delete	<input type="radio"/> Info only	Account no.	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Add	<input type="radio"/> Delete	<input type="radio"/> Info only	Account no.	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Add	<input type="radio"/> Delete	<input type="radio"/> Info only	Account no.	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Add	<input type="radio"/> Delete	<input type="radio"/> Info only	Account no.	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Add	<input type="radio"/> Delete	<input type="radio"/> Info only	Account no.	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

"Add" allows the Approved Third Party to view and export account balances, view and export transaction records and to transfer funds and make payments from the relevant account(s).

"Delete" removes any account access and visibility from the Westpac One Business facility for the Approved Third Party.

"Info only" allows the Approved Third Party to view and export account balances and transaction records of the relevant account(s).

## 4. Account Owner declaration

The Account Owner(s) acknowledge and agree that:

- Westpac New Zealand Limited and each of its related companies ("Westpac") are authorised to allow the Approved Third Party to access and, where relevant, transact on the accounts listed in section three through Westpac One Business or such other access means as considered appropriate by Westpac ("Westpac One Business") in accordance with this authority;
- Westpac is authorised to process any instructions or transactions made through Westpac One Business by the Approved Third Party in accordance with this authority, as transactions or instructions that are undertaken with the Account Owner(s)' authority without Westpac being required to verify the Account Owner(s)' authority in any case;
- Westpac is authorised to process any instructions or transactions made through Westpac One Business by the Approved Third Party in accordance with the authorisation rule for that Westpac One Business facility e.g. 1-to-approve;
- Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent through Westpac One Business on the Account Owner(s)' 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 Westpac One Business on the Account Owner(s)' accounts carried out in reliance on this authority;
- 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, Approvers and Users of the Approved Third Party to access the accounts named in this form in accordance with the terms of this authority, including making changes to the access and permission levels of individual users over the accounts named in this form;
- 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; and
- The Account Owner(s) certifies that all information supplied in section 6 of this form is true, correct and complete. Westpac is committed to privacy and has a Privacy Policy available at [westpac.co.nz/privacy](http://westpac.co.nz/privacy) which explains how Westpac collects, stores, protects and uses personal information.

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**5. Account Owner  
authority**

**This section must be signed by the Account Owner(s).**

The Account Owner(s) (as specified in section one) hereby approve and authorise the Approved Third Party (as specified in section two) 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
- ☐ 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

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**6. Westpac One  
Business customer  
declaration**

The Approved Third Party (as specified in section two) acknowledges and agrees that:

- Westpac and its related companies ("Westpac") are instructed to make the changes set out in this form to the Approved Third Party's Westpac One Business facility and the Approved Third Party is bound by the General Terms and Conditions and any other applicable terms and conditions (available at [westpac.co.nz](http://westpac.co.nz) or at any Westpac branch);
- It and its Westpac One Business Administrators, Approvers and other users will comply with this authority and the terms and conditions applying to the accounts listed in section three of this authority; and
- The Approved Third Party certifies that all information supplied in this form is true, correct and complete. Westpac is committed to privacy and has a Privacy Policy available at [westpac.co.nz/privacy](http://westpac.co.nz/privacy) which explains how Westpac collects, stores, protects and uses personal information.

**This section must be signed by the Approved Third Party.**

Please select one of the following options and sign accordingly:

- ☐ Multi director companies – two directors must sign
- ☐ Sole director companies – one director 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

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