

Business Online – Making Changes Form

- Sections ONE and TWELVE are compulsory. The remaining sections only need to be completed if required.
- If you have any questions about this form please contact your Business Banker or Branch.
- This form can now be faxed directly to the Business Online Helpdesk (see section 13).

SECTION ONE: YOUR DETAILS

Business Online ID	<input type="text"/>
Name of company/organisation	<input type="text"/>
Trading name	<input type="text" value="IF DIFFERENT FROM ABOVE"/>
Contact name	FIRST <input type="text"/> LAST <input type="text"/>
Phone number	<input type="text"/>
Email	<input type="text"/>

SECTION TWO: ADD/REMOVE ACCOUNTS

Complete this section to add or remove accounts from your Business Online facility.
The people signing the declaration on the final page must be the owners of all these accounts.

Transaction and Savings accounts

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

Please tick
add or delete

<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	0 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	0 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	0 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	0 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	0 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

<input type="checkbox"/> add <input type="checkbox"/> delete	Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cardholder Name	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cardholder Name	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cardholder Name	<input type="text"/>

Foreign Currency accounts

for example

<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account Name	<input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account Name	<input type="text"/>

SECTION THREE: 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.

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.

SECTION FOUR: 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 eg if you require two signatories to sign cheques your Authorisation rule also needs to be 2 to authorise.
- 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.

SECTION FIVE: CHANGE THE BUSINESS ONLINE ADMINISTRATION RULE

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

You can select either Single or Dual Administration. Dual Administration requires a second Administrator to authorise administrative tasks eg resetting passwords

Dual Administration was only made available in 2009.

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)

SECTION SIX: CHANGE BILLING ACCOUNT INFORMATION

Complete this section if you want to **CHANGE** the account currently used for Business Online fees and charges. This account must be a Westpac account and cannot be a foreign currency or credit card account.

Account Number

SECTION SEVEN: DIRECT DEBIT INITIATORS ONLY

Complete this section to **ADD/CHANGE** a direct debit Authorisation Code and **ADD/DELETE** a Credit Account on your arrangement.

add delete

Account Number

Account Name

add delete

Account Number

Account Name

SECTION EIGHT: 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.

Internet Banking Customer ID (the login)

Internet Banking Customer ID (the login)

SECTION NINE: ADD ADMINISTRATORS AND AUTHORISERS/UPGRADE EXISTING USER ACCESS

Complete this section to nominate new Administrators and Authorisers for this facility (all Administrators are automatically Authorisers as well), or upgrade an existing users access (eg. creator/viewer to authoriser)

Note: By default, Authorisers and upgraded users are given full access to all accounts and payment functions.

ID Check – In order for us to process your application, please ensure this section is filled out correctly.

To comply with NZ law all Administrators/Authorisers have to be identified by Westpac. There are two options:

1. Nominated Authoriser is already a signatory for one of the organisation customers accounts (use the A column tick box below). If identification isn't held it will be requested.
2. For users who are not signatories a photo ID copy (eg Drivers Licence or Passport) needs to be provided with this form and certified (signed & dated) as authentic by one of the account owners signing the declaration on the last page of this form. (use the Column B. tick-box below).

New authorisers and/or administrators

Nominated Authoriser's full name	Contact telephone	Email	Signature of Authoriser	Tick to nominate as an Administrator	ID Check - In order for us to process your application ensure this section is filled out correctly (including selecting an ID tick box)	
					A. Existing Signatory	B. Certified Photo ID copy attached
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upgrade existing users to authorisers and/or administrators

Existing user name	Contact Telephone	Signature of user	Upgrade to Administrator	Upgrade to Authoriser	ID Check - In order for us to process your application ensure this section is filled out correctly (including selecting an ID tick box)	
					A. Existing Signatory	B. Certified Photo ID copy attached
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION TEN: DELETE OR DOWNGRADE EXISTING USER ACCESS

Complete this section if you want to delete a user or downgrade an existing user's access eg Administrator downgraded to Authoriser.

Existing user name	Delete user	Downgrade to Authoriser	Downgrade to Creator/Viewer
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION ELEVEN: DECLARATION

I/We

- Request access to Business Online and agree to be bound by the terms and conditions provided by Westpac and any amendments that may be made from time to time.
- Certify that all information supplied 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 this application has the authority to do so on behalf of the customer.
- Acknowledge that I/we have the right to access and correct my/our personal information held by Westpac subject to the provisions of the Privacy Act 1993 and that Westpac will take steps to ensure that my/our personal information is held securely by Westpac.
- Acknowledge that Administrators or Authorisers may be appointed only by notice in writing signed in the same manner as this Making Changes form.
- Will ensure that Business Online passwords are kept secure and are only used by those authorised in writing to do so for the purpose of your organisation. You are solely responsible for any use or mis-use of the Passwords by such persons.

You Authorise:

- the Administrators and Authorisers named in this form to operate Business Online subject to the rules selected in sections FOUR and FIVE.
- the accounts nominated in this authority to be accessed through Business Online and for fees and charges to be deducted from the nominated billing account.
- Westpac to process any instructions fully authorised through Business Online. To the maximum extent permitted by law you will indemnify Westpac for its losses in acting on such instructions.
- Westpac and its related companies to use all the information that they hold about you now or in the future to make available to you the full range of financial services offered by Westpac and its related companies.

Receiving and acting on instructions by fax, phone or other means as part of doing business, Westpac may accept telephone, facsimile, or other instructions in the course of the banker/customer relationship.

However, Westpac:

- Is not obliged to accept them
- Will not be liable to you or any other party if the instructions are unauthorized, forged or fraudulently given and Westpac could not reasonably have detected that from the instructions received.

Indemnify Westpac

To the maximum extent permitted by law you will indemnify Westpac for its losses in acting on such instructions.

SECTION TWELVE: AUTHORITY

This section must be signed by two account owners (owners of the accounts of the organisation customer) Tip: 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 - Two Directors must sign
- Trusts or Partnerships - Two Trustees or Partners must sign
- NPOs and Schools - Two Appointed/Elected Officials must sign
- Sole Director Companies - One Director must sign and Witness section completed
- 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	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
Name	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>

Witnessed by

This section must be completed for Limited Companies, AND where there is only one director.

Name	<input type="text"/>	Address	<input type="text"/>
Occupation	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>

SECTION THIRTEEN: RETURNING THE FORM

Please return completed form either by Fax (04) 9180299 to the Business Online Helpdesk or in person to your branch or Business Banker.

Once the application form is processed, new/upgraded Administrators will be contacted by phone with their initial logon details. Other changes will be confirmed electronically to the Administrator.

Westpac use only

Form Checklist: (To be completed by staff member receiving this form):

- Date received:
- Customer Signing Authority(s) checked for consistency with Authorisation Rule (section 4) (Tick)
- Ensure Section 12 signatories are Account Owners eg Director, Partner, Trustee, President, etc
- Authorisers have been identified (section 9)
- Form checked for completeness:

Completed By

Staff Number:

Signature:

Scan and email the checked form and any other supporting documents to the 'Business Online Helpdesk'.

BUSINESS BANKING USE ONLY

- Funds Checking default is "on"
Tick box to turn funds check "off"
- Portfolio Number:

BRANCH STAMP OR
BUSINESS BANK STAMP
(MUST BE COMPLETED)