

Complete this to add or remove DeskBank Administrators, add or remove back up authority for payments and add or remove people for bank user ID numbers.

## A: Your details

Name of organisation
Postal address

## B: Your Westpac details

Westpac branch	DeskBank site ID
Business manager	Phone number 0-
Electronic banking consultant	Phone number 0-

### Bank User ID\*

This ID will allow these individuals to send transactions using the 'transmit' key to Westpac for processing.

Add/Remove	Contact name	Job title	Signature of nominated individual
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			

\*Nominated individuals will be sent their unique bank user ID password by Westpac when this application is confirmed.

### Administrators assigned to this DeskBank site

These are the individuals who will manage use, security, and authorisation of accounts for your DeskBank application. They are called 'DeskBank Administrators' in the DeskBank software.

Indicate the number of DeskBank Administrators you require to make changes  One  Two

Add/Remove	Nominated individual's name	Job title	Signature of nominated individual
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			
<input type="radio"/> Add <input type="radio"/> Remove			

### DeskBank backup services

The following individuals or employees can be contacted by Westpac for confirmation if back up payment instructions are required to process a transaction. No other employees are authorised to give this confirmation.

Add/Remove	Contact name	Job title	Telephone (work)	Telephone (home)	Signature of nominated individual
<input type="radio"/> Add <input type="radio"/> Remove					
<input type="radio"/> Add <input type="radio"/> Remove					
<input type="radio"/> Add <input type="radio"/> Remove					
<input type="radio"/> Add <input type="radio"/> Remove					

We require these individual details be added or removed from the administrative details held on file at Westpac for the DeskBank site named above. The Director or Authorised Person signing below confirm that they have permission to give this authority, have read the DeskBank terms and conditions and have the authority to enter this agreement on behalf of themselves, their company or organisation.

Name

Signature of Director/Authorised Person	Date DAY / MONTH / YEAR
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Name

Signature of Director/Authorised Person	Date DAY / MONTH / YEAR
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**Return address:** Westpac, DeskBank Helpdesk, PO Box 691, Wellington.